

NAME _____

Microsoft Office 2003 Concepts and Techniques

WORD 2003

PROJECT TWO

CREATING A RESEARCH PAPER

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
APA (American Psychological Association) (WD 74)	A style for research papers which can be used; preferred in social sciences	Helps me cite my work
MLA (Modern Language Association of America) (WD 74)	Another style for research papers, standard in the humanities	Helps me cite my work
parenthetical citations (WD 76)	MLA uses this Instead of noting each source at the bottom of the page or at the end of the paper.	Makes it easy to show what citations were used with what work
works cited (WD 76)	Used for bibliographical references	Lets me cite info
double-space (WD 79)	One blank line between each line of text	Puts more space, making everything easier to read
line spacing (WD 79)	The amount of vertical space between lines of text in a document	Lets me adjust the amount of space I want
footer (WD 81)	Text you want printed at the bottom of every page	Allows me to put notes or page numbers
header (WD 81)	Text you want printed at the top of each page of a document	Allows me to add comments or info
Click and Type (WD 82)	Used to format and enter text, graphics, and other items	Lets me chose where I want my info
dock (WD 82)	To attach a floating toolbar above or below the	Helps me sometimes with graphics or other quick

	Standard and Formatting toolbars by double clicking the floating tool bars title bar.	objects
print layout view (WD 82)	Displays documents as they would be printed	Lets me see the pages as if they were a printout
AutoComplete tip (WD 85)	To save typing, gives you possible words	Saves me time
shortcut keys (WD 85)	Keyboard combinations to format as you type	Makes tasks easier and quicker
first-line indent (WD 87)	To indent just the line of the first paragraph	Allows me to adjust my margins
First-Line Indent marker (WD 87)	The top triangle on the horizontal ruler	Allows me to adjust my margins
Left Indent marker (WD 87)	Allows you to change the entire left margin	Allows me to adjust my margins
AutoCorrect feature (WD 89)	Automatically fixes errors as you type	Helps with writing long papers and big words
AutoCorrect Options button (WD 90)	A menu that allows you to undo a correction or adjust the correction	Helps with correcting errors
endnote (WD 93)	At the end of the document	Allows me to add comments
footnote (WD 93)	Explanatory note exists at the bottom of the page	Allows me to add comments
note reference mark (WD 93)	A raised number to let you know of footnotes	Allows me to understand what each footnote refers to
note text (WD 93)	The words in a footnote are known as note text	Allows me to add text to headers and footers
base style (WD 95)	The underlining style	Lets certain words or phrases stand out
normal style (WD 95)	12-point, times new roman	Used for many papers
style (WD 95)	A name group of formatting characteristics	Allows me to choose my writing
automatic page break (WD 101)	When Word automatically inserts the page break for you	When Word ends my page
background repagination (WD 101)	Is referred to when Word automatically breaks your page	When Word ends my page
soft page break (WD 101)	Automatic page break	When Word ends my page

works cited page (WD 102)	Bibliographical list of works used	Lets me show where I got my information
hard page break (WD 103)	A manual page break	Allows me to choose where my page ends
manual page break (WD 103)	When you do it yourself	Allows me to choose where my page ends
hanging indent (WD 104)	When the first line hangs to the left of the actual paragraph	Lets me adjust paragraphs
Hanging Indent marker (WD 104)	The bottom triangle on the horizontal ruler	Lets me adjust paragraphs
AutoCorrect entry (WD 106)	Contains commonly used symbols	Used for extra characters
CTRL+clicking (WD107)	Allows you to jump to another document	Helps with hyperlinks
hyperlink (WD 107)	Allows you to quickly jump to another location	Makes it easier to access a site used
jumping (WD 107)	Is the process of following a hyperlink to its destination	Takes me right to the site
sorting (WD 109)	Ordering characters in a certain way	Helps with Works Cited
ascending sort order (WD 110)	From the beginning of the alphabet to the end or lowest to highest	Helps with Works Cited
descending sort order (WD 110)	From the end of the alphabet to the beginning or highest to lowest	Helps with projects
proofreading (WD 110)	Corrects errors	Corrects my grammar and spelling
Clipboard (WD 112)	A windows storage area	Stores the object or text I "cut"
cutting (WD 112)	To remove something and put it on the clipboard	Lets me take something out of word without losing it
drag-and-drop editing (WD 112)	To move selected items to a different location by then clicking	Allows me to move text easily
pasting (WD 112)	By coping a document from the clipboard to a specific location	Makes it easier for me to write repeated things
paste Options button (WD 114)	A button that allows you to change the selected words	Lets me adjust things easily
smart tag (WD 115)	A menu that automatically	N/A

	appears on the screen when Word performs a certain task	
smart tag indicator (WD 116)	Notifies you that a smart tag is available	N/A
synonym (WD 118)	Similar word meanings	Helps with vocabulary
thesaurus (WD 118)	A book of synonyms	Helps with vocabulary
antonym (WD 119)	Words with opposite meanings	Helps with vocabulary